

Let's put your  
processes on autopilot.



XEROX® ROBOTIC PROCESS AUTOMATION SERVICE

# Automated processes means automatic productivity.

The evolving needs of small and medium-sized businesses (SMBs) demand the speed, ease and efficiency of Robotic Process Automation (RPA). Instead of being bogged down with manual, time-consuming workflows, RPA frees you up to focus on higher-value work while bots handle mundane, repetitive tasks across business processes.

Use this catalog as a one-stop-bot-shop. It's designed to help you navigate RPA and become more familiar with our bot capabilities and offerings. In doing so, we can help you choose which bots are best for your immediate and future business needs.

**We're continuously expanding our bot catalog.**

Customer Service

Administration, Legal & Support

Marketing & Sales

Human Resources

Finance

Operations

Built to assist SMBs in every business area.

**YOU'VE GOT PROCESSES, WE'VE GOT BOTS.**

Our solution is completely customizable and provides a clear picture of your time and cost savings. If there isn't an existing bot for a process or workflow you'd like to automate, we'll work with you to build one.



## Finance

Save time, save money.

### 1 DEAL PRICING/MARGIN ANALYSIS BOT

Compares historical data to perform margin analysis for specific products and recommend the best price to sales and pricing teams.

### 2 DEAL PRICING/PROFITABILITY ANALYSIS BOT

Updates data from the CPQ tool to profitability analysis tool.

### 3 DEAL PRICING/BID PROCESS AUTOMATION BOT

Processes pricing requests from channel partners or resellers by swiveling data from external portals to CRM and updating the bid model.

### 4 ACCOUNTS PAYABLE INVOICE PROCESSING BOT

Extracts information from invoices and validates tax, purchase orders, goods received notes and payment terms and dates. Pays invoices accordingly.

### 5 ACCOUNTS RECEIVABLE BOT

Extracts information from cash receipt and validates tax, customer invoices, payment terms and dates. Applies cash received to appropriate invoice.

### 6 FINANCIAL CLOSE AND REPORTING AUTOMATION BOT

Downloads ledger information from ERP and prepares Financial Close Package.

### 7 TREASURY/E-NETTING AUTOMATION BOT

Performs daily intra-entity netting processes.

### 8 CLAIMS AUTOMATION BOT

Extracts information from claims documents and transfers the information toward claim processing.

### 9 PRE-BILLING AUTOMATION BOT

Bills pre-work of extracting meter reads, validates contractual pricing agreements, applies exceptions, applies tax structures.

### 10 LOAN FORGIVENESS PROCESS BOT

Downloads tax forms from bank portal, extracts information and sends to banking systems.

### 11 CUSTOMER BILLING BOT

Prepares and sends invoices to customers.

### 12 ORDER PROCESSING BOT

Processes customer orders in the system.

### 13 DUNNING LETTERS CREATOR BOT

Downloads reports from enterprise software and utilizes the data to prepare and distribute statement emails and dunning letters.



## Customer Service

Enhance the customer experience.

### 1 ORDER TRACK AND TRACE BOT

Tracks shipment status of orders dispatched to customers and provides updates via email and portal.

### 2 SAFETY STOCK MONITOR BOT

Monitors safety supplies inventory and places orders to maintain stock.



## Marketing and Sales

Deliver right message on the right channel at the right time.

### 1 EMAIL CAMPAIGNS BOT

Sends promotional email campaigns to customers.

### 2 SALES REPORTS BOT

Creates reports from multiple sources of information and automatically delivers them via email for increased productivity and meaningful time savings, anytime, anywhere.



## Administration, Legal and Support

Help people and processes work better together.

### 1 ATTENDANCE MANAGEMENT BOT

Registers employee check-in and check-out details.

### 2 RESOURCE UTILIZATION BOT

Performs resource utilization across accounts.

### 3 DIGITAL MAIL ASSISTANT BOT

Identifies the recipient's email address and sends a scanned copy of the physical mail to their inbox.

### 4 EXHIBIT PACKAGING BOT

Processes and packages legal exhibits quickly and accurately, creating new levels of efficiency.



## Human Resources

Empower your employees.

### 1 PAYROLL AUTOMATION BOT

Uploads payroll statements into bank portal for salary disbursement and payroll processing.

### 2 EMPLOYEE ONBOARDING BOT

Sends welcome emails to new employees with onboarding instructions.

### 3 SERVICE ANNIVERSARY COMMUNICATIONS BOT

Sends reminders to managers about upcoming work anniversaries within their teams. Also sends congratulatory note on behalf of company leadership to the employee on their work anniversary.

### 4 ASK HR CHATBOT

Answers employee questions automatically and immediately, saving time and creating a better, more satisfying employee experience.



## Operations

Do more with less.

### 1 SWIVEL SEAT AUTOMATION BOT

Automates agent actions on the desktop such as swivel seats, asset management of database and administration in ticketing tool.

### 2 PASSWORD RESET BOT

Allows passwords to be reset directly from the logon screen or by web access.

### 3 EXCEL TO APP/EXCEL RECONCILIATION BOT

Ensures data between an application and a report, or between two reports, are in sync.

### 4 LICENSE MANAGEMENT BOT

Automatically assigns a license to an end user after validating the necessary requirements, such as a contract or an order.

### 5 AUTO SCRIPTS BOT

Set of scripts and bots that automates troubleshooting by processing steps to resolve common technical issues and requests.

### 6 MANAGED SERVER ORCHESTRATION BOT

Automated Server Provisioning (ASP) solution to build and deploy a fully managed virtual server.

### 7 APP TO APP RECONCILIATION BOT

Ensures data between two applications are in sync.







### 8 SERVER AUTOMATION BOT

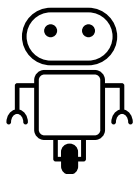
Installs software, installs patch and performs server validation after change and runs server script.

# Another day at the office, only easier.

It doesn't matter what industry you're in, or if your business is small, medium or somewhere in between. As a strategic partner, we're here to help you improve the way you work by automating manual processes so you can do more with less human intervention and lower costs. Xerox® Robotic Process Automation Service helps you stay flexible in the face of change, allowing you to save, plan and pivot as needed. Don't see a bot for a process you'd like to automate? Let's work together to develop a custom bot to address your unique needs.

- 1** We help you evaluate your current processes, no matter how big or small they are.
- 2** We work together to select workflows to automate based on business value and expected ROI.
- 3** We virtually automate and run your processes using bots.
- 4** We help you create a better employee experience by freeing up your staff to focus on higher-value work while bots take on routine jobs.

 <b>Ready to Go</b> Hit the ground running with an extensive, pre-loaded bot catalog for SMBs.	 <b>Fast Deployment</b> 5-8 weeks for most implementations and hosted on Xerox cloud or on-premise.	 <b>Full Service Offer</b> Single provider, one-stop-bot-shop designed for SMBs.
 <b>ROI Calculator</b> See your savings. Input costs and hours spent on tasks and check ROI with the bot.	 <b>Simplified Pricing</b> Annual license fee per bot tailored to your business needs.	 <b>Operational Efficiency</b> Cost savings of up to 30% and invaluable time savings that boost productivity.



Made-to-fit,  
end-to-end ease.

Being a single service provider allows us to keep your needs front and center at all times. We do all the heavy lifting — our automation team assesses, builds, deploys and supports your bots. **And remember, if we don't have a bot for a process you'd like to automate, we'd be happy to work together to create one that meets your specific need.**

## How far will automation take your business?

We want to help you do it all — cut costs, save time and add value for your customers and employees. Get more out of every business day with RPA. Learn more at [xerox.com/it-services](https://xerox.com/it-services).